

STATE OF NEW HAMPSHIRE
Department of State
Statewide Voter Registration System
SOS RFP 2005-001
APPENDIX C: SYSTEM REQUIREMENTS

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Section	System Requirement	Priority	Vendor Response
I	Registration		
A	General		
1	A system generated unique State identification number for each registered voter	1	
2	Ability to enter, store, edit, process and display a voter's name using the following parsed fields: <ul style="list-style-type: none"> • First name • Middle name (allowing for full name or initial) • Full last name • Suffix • Previous name(s) • Alternate name (such as hyphenated, two last names, etc.) 	1	
3	Ability to enter, store, edit, process and display the following separate and distinct identification fields for each registered voter - a null entry is acceptable: <ul style="list-style-type: none"> • The voter's Department of Motor Vehicle (DMV) driver's license number • Last four digits of the voters Social Security Number (SSN) 	1	
4	Ability to enter, store, edit, process and display the name of the state that issued the voter's DMV driver's license	1	
5	Ability to enter, store, edit, process and display the following dates: <ul style="list-style-type: none"> • Date of birth • Date of registration entry • Date of registration approval • Date of record modification and/or transaction • Date of record modification and/or transaction approval • Date of record purge • Date of record purge approval 	1	
6	Ability to override the default system date for transactions	1	
7	Ability to enter, store, edit, process and display voter's place of birth using the following fields: <ul style="list-style-type: none"> • City • Zip • Zip plus four • Fields long enough to meet US postal, foreign and military mail regulations • Country 	1	
8	Ability to enter, store, edit, process and display of a checklist indicator that more than one voter at the same address have identical names	2	

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9	<p>Ability to enter, store, edit, process and display a voter's physical address using the following fields:</p> <ul style="list-style-type: none"> • House number • House fraction number • House number suffix (alpha/numeric) • Street name (alpha/numeric) • Two digit directional code (i.e. S., SW) • Type (i.e. Street, Road, Lane) • Apartment or space number (alpha/numeric) • City • Zip • Zip plus four • District / Ward 	1	
10	<p>Ability to enter, store, edit, process and display a voter's possible three additional "Mailing", "CASS-certified Mailing" and "Absentee" addresses using the following possible fields:</p> <ul style="list-style-type: none"> • House number • House fraction number • House number suffix (alpha/numeric) • Street name or Post Office Box information (alpha/numeric) • Two digit directional code (i.e. S., SW) • Type (i.e. Street, Road, Lane) • Apartment or space number (alpha/numeric) • Free-form data entry (for those addresses needing description) • City • Fields long enough to meet US postal, foreign and military mail regulations • Zip • Zip plus four • Country • Beginning and end dates for use of absentee address 	1	

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11	Ability to enter, store, edit, process and display a voter's prior address using the following fields: <ul style="list-style-type: none"> • House number • House fraction number • House number suffix (alpha/numeric) • Street name or Post Office Box information (alpha/numeric) • Two digit directional code (i.e. S., SW) • Type (i.e. Street, Road, Lane) • Apartment or space number (alpha/numeric) • City • State • Zip • Zip plus four • District / Ward 	1	
12	Ability to enter, store, edit, process and display data for a voter's GIS (Geographic Information System) information	1	
13	Ability to enter, store, edit, process and display information pertaining to where and when a voter became a naturalized citizen: <ul style="list-style-type: none"> • Name of Court • Date naturalized • City • State • Zip • Zip plus four 	1	
14	Ability for entry, storage, edit, processing and display whether a voter is military or non-military	1	
15	Ability for entry, storage, edit, processing and display whether a voter is an overseas voter	1	
16	Ability to enter, store, edit, process and display of comments or notes to a voter record using a free-form text field with a minimum of 1024 characters Indicate the length of the field in the box below:	1	
17	Ability for all state fields to be two-character USPS compliant	1	
18	Ability for all date fields to be eight-digits displayed in the format mm/dd/yyyy	1	
19	Ability to retain transaction history reflecting modified fields with a link back to original record(s)	1	
20	Ability to enter, store, edit, process and display a two character code linked to a "standard reason" table for each transaction	3	
21	Ability to merge registered voter records with ability to un-merge the newly combined data	1	
22	Ability to store Town/city codes and end user identification for all transactions	1	

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23	Method for checking duplicate registrations based on pre-defined criteria and look-up order, such as date of birth, name and address, driver's license number, last four digits of the social security number - with primary and alternative name fields as default search fields	1	
24	Allow authorized users to enter an indicator showing that research on a duplicate entry is complete and the name being researched is legitimate.	1	
25	Ability for entry, storage, edit, processing and display multiple fields that are not pre-defined for independent town/city and statewide use	2	
26	Ability to automatically assign voters to correct district/ward when voter's residence address is entered - no manual entering of district/ward data required during registration entry - flagging of errors and manual override permitted	1	
27	Ability to enter and change new voters with ease of data entry and minimum keystrokes	1	
28	Ability to display on the main voter registration window an indicator that the voter has an alternate name with access to a "hot key" or other rapid ability to display the alternate name	1	
29	Ability for registration and ballot management for voters who will be 18 on the day of the next election	1	
30	Ability for entry, storage, edit, processing and display of a registered voter/applicant's reason for absentee ballot rejection	1	
31	Ability for entry, storage, edit, processing and display of a registered voter/applicant's political party	1	
32	Ability to assign political party affiliation for each election or interim period - e.g. when a person enters a polling place as an independent, declares a party affiliation in order to vote, and changes back to undeclared before they leave the polling place	1	
33	Ability to display data on existing registered voters and modify that information without re-entering existing data	1	
34	Ability to add and modify data on newly registering voters	1	
35	Ability to store data of newly registered voters in a "pending" status awaiting additional approval	1	
36	Ability for voter registration records with a "pending" status to be searchable and retrievable as if they were fully registered voters	1	
37	Potential duplicate record check routine shall include all pending records in all towns and cities	1	
38	Ability to enter and modify data on a registered voter in the event inherent scanning capability is unavailable for any reason or whether or not there are scanned images to commit to the database	1	
39	Ability to flag a voter record as confidential and suppress the mailing address, social security number, drivers license number, date of birth and other fields for all data export, printed reports and public inquiry	1	

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40	Ability to use a name field that includes full first name or initial, full middle name or initial and full last name	1	
41	Ability to alert the user if the address entered is invalid	1	
42	Ability to add, modify and delete absentee voter codes	1	
43	Ability for entry, storage, edit, processing and display of a registered voter's absentee voter type code	1	
44	Ability to compare in real time, new or updated voter registration data with DMV information which shall include the following possible information: (DMV data is housed at the Department of Safety) <ul style="list-style-type: none"> • name • license number • address • date of birth • last four digits of SSN 	1	
45	Ability to store, process and display incarcerated felon individual information received from the Department of Corrections Offender Management System using the following parsed fields: <ul style="list-style-type: none"> • name • alias name(s) • last known physical address (city, state, zip) • date of birth • last four digits of SSN • sentencing court • date of incarceration • date of release from incarceration • date of maximum sentence 	1	
46	Ability to compare voter registration data with incarcerated felon individual information	1	
47	Ability for entry, storage, edit, processing and display of a challenge to a registered voter's right to vote, name of challenger and reason for challenge	1	
I B	Registration Query		
1	Ability for full text search and retrieval of comment and note fields in the voter registration records that meet entered text string criteria	1	
2	Ability to retrieve and display a scanned document	3	
3	Ability for subsets of authorized users to search through active names, alternative	1	
4	Ability to display individual voter registration record data including registration card and signature images by selecting from any on-screen summary listing of voter	3	

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I	Registration		
C	Maintenance		
1	Ability for processing National Change of Address (NCOA) data or address changes from recognized NCOA vendors	1	
2	Ability to purge dead, disqualified or transferred voters in a batch mode	1	
3	Ability to facilitate group or block reassignment of registered voters into different political parties	1	
4	Ability to enter, store, edit, process and display the following registered voter and/or applicant codes in separate data fields: <ul style="list-style-type: none"> • active or inactive status • cancelled, pending and incarcerated felons • felons not entitled to hold office • military • UOCAVA (Uniformed and Overseas Citizens Absentee Voters Act) • overseas citizen • absentee voter type • reason code for deletion / purge 	1	
5	Retain previous last name(s) in the voter history record	1	
6	Display previous last name(s) in duplicate voter and voter history search results	3	
7	Ability to manually input checklist update information sequentially by voter name, i.e. who voted; in which party if a primary; and who changed back to undeclared	1	
8	Ability to bar code scan checklist update information sequentially by voter name, i.e. who voted; in which party if a primary; and who changed back to undeclared	1	
I	Registration		
D	Output		
1	Ability to output accurate valid checklists with barcodes for current or past elections	1	
2	Ability to export a list of voters by county containing name, date-of-birth, mailing address and physical address	1	
3	Ability to generate printed report of suspected duplicate records using user-defined criteria	1	
4	Ability to print masked or equivalent codes for the political party codes on all communications, including mailing labels	1	
5	Ability to exclude pending voter records on lists of active, inactive, rejected or cancelled voters until completion of verification/confirmation work	1	
6	Ability to produce an ASCII (both delimited (at least by comma) and fixed-width) format file that will contain all active, inactive, or cancelled voters, or any combination thereof	1	
7	Ability to suppress the entire confidential record - the records for registered voters who are flagged as containing confidential information for user-defined reports, specifically	1	

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8	Ability to create, view and print ad hoc reports (refer to section XVII for sample list of reports)	1	
II District and Ward Files			
A Data Entry			
1	Ability to add, delete, update and copy existing data in creating new wards and districts	1	
2	Ability to assign unique identifiers to define each ward and district within a ward	1	
3	Table that defines the unique district combination of each split within a ward	1	
4	Ability to assign districts to specific wards and/or village districts and the ability to add, update and delete as necessary	1	
5	Ability to define contests related to districts and whether they are partisan or nonpartisan for primary election purposes	1	
6	Ability to assign the order in which districts would appear on the ballot	1	
II District and Ward Files			
B Query			
1	Ability to look up districts, wards and voting precincts within wards and towns by user-defined criteria	1	
II District and Ward Files			
C Maintenance			
1	Ability to prevent deletion of a ward that has active registered voters and/or street ranges assigned to the ward	1	
2	Ability to track the active registered voter total to meet statutory ward size requirements	1	
3	District and ward files/tables are available to voter registration, district and ballot management components of the system	1	
4	Ability to establish individual election districts which assign the applicable wards and precincts within wards and towns that qualify voters to vote in a specific election	1	
5	Ability to identify all associated ward combinations associated with specific districts -	1	
6	Ability for address management by individual towns/cities which will alert each	1	
7	Ability to identify changes then move a large number of registered voters (such as all voters in specified wards or all voters within specified street address ranges) to a new or different jurisdiction	1	
8	Ability to generate census block data and interface with ESRI's free districting software available for ArcView v3.2 and ArcGIS v8.3	2	
II District and Ward Files			
D Output			
1	Provide local level and state level voter counts for all qualified political parties in any districts	1	
2	Provide voter counts for all qualified political parties by any ward, or ward portions (splits)	1	

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3	Report and exporting capability with user defined and pre-defined sorting options	1	
4	Provide the option to automatically or manually generate a new mailing based on user-defined codes such as reason codes	3	
5	Provide the option to automatically or manually generate confirmation letter/cards	1	
6	Provide a default function for automatically generating memorandum cards and confirmation letters/cards, with a user override capability	2	
7	Provide the ability to generate custom reports of the entire district and ward file	1	
III Addressing and Street Files			
A Data Entry			
1	Provide a standard method for definition and storage of address library information	1	
2	Ability town/city staff to easily: <ul style="list-style-type: none"> • add new streets and valid street ranges • modify existing streets and street ranges • extend an existing street range • delete existing streets and street ranges • move groups of street addresses from one political unit to another political unit • print various reports with alternative sort orders 	1	
3	Ability to automatically assign a voter to the correct ward and district, village district, school district, representative district and state senate district	1	
4	Provide the following parsed residence fields: <ul style="list-style-type: none"> • House number • House fraction number • House number suffix (alpha/numeric) • Two digit pre directional code (i.e. S., SW) • Street name (alpha/numeric) • 'Alias' street name (alpha/numeric) • Type (i.e. Street, Road, Lane) • Two digit post directional code • Apartment or space number (alpha/numeric) • City "Alias" town name • Zip • Zip plus four 	1	
5	Ability for users to flag addresses or blocks of addresses to prevent the address from being used for registration.	1	
6	Ability for users to define an address that is not a regular type of address, i.e. homeless,	1	
III Addressing and Street Files			
B Query			
1	Ability to look up streets by whole or partial street name	1	

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III	Addressing and Street Files		
C	Address Management		
1	Ability for the system's address file to distinguish at least 236 individual town/city-wide residential street address tables	1	
2	Ability to allow for CASS certification of address/street data	1	
3	Prevent deletion of an address range or street if there are voters in the database with such addresses	1	
3	Ability to accommodate voters with no address or an invalid address, i.e. military service personnel or nursing home resident who reports address where someone else now lives but which voter last lived at in that town	1	
III	Addressing and Street Files		
D	Output		
1	Ability to generate custom reports and ASCII-formatted files of the entire street and address file and user-specified subsets of the entire file	1	
IV	Election and Ballot Management		
A	Election Set-up Data Entry		
1	Capability to enter candidate qualification requirements for each type of position the town/city conducts elections for (i.e. correct party, filing deadlines, etc.) which is linked to the voter registration files for each election	1	
2	Ability to enter candidate information once and have that information parsed out to each identified town/city and/or district	1	
3	Alert the user if at the time of setting up the candidate for each election, the candidate does not meet the qualification requirements with the ability to override the alert	1	
4	Ability to create, track and store information for multiple and overlapping elections. Indicate the number of elections allowed and the length of storage time available	1	
5	Ability to query an election by name, year or type	1	
6	Ability to process and work on many different elections on the same workstation or on different workstations simultaneously switching between them using a selection process	1	
7	Ability to add new elections with the following fields: <ul style="list-style-type: none"> • election name • election date • close of registration • hours the polls open/close • start/end of ballot issuing • whether a partisan election producing separate party totals • ballot types and specific reports • type of election such as village district, town, school city, special, primary, general, recall or test 	1	
8	Option to select type of voting system	3	

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9	Ability to find, update and delete elections	1	
10	Ability to run reports specific to a defined election	1	
11	Ability to select with ease the applicable districts specific to an election	1	
12	Re-use of election set-up information for current elections (e.g. templates)	1	
13	Ability to add, update and delete data in the following fields: <ul style="list-style-type: none"> • Districts • Contests • Candidates 	1	
14	Ability to add, update and delete candidates as they relate to a specific contest with an interface to the voter registration system to minimize data entry of key information such as name, address, ballot name, party, etc and to validate eligibility to district.	1	
15	After receiving an audible or visual warning, ability to manually override eligibility and enter override explanation if candidate is not within town/city file. (Note: The person should be registered somewhere in New Hampshire and know if they qualify for the district they are filing for, with the exception of things like land owner to qualify districts. That would be helpful for State candidates.)	1	
16	Ability to indicate whether the candidate is on the ballot through paid fee or petition, with a link to petition module if qualifying by petition	1	
17	Ability to add, update and delete contests specific to an election with the ability to assign a specific order to appear on the ballot	2	
18	Ability to assign a state random order of candidate names as they relate to contests for a specific election	2	
19	Ability to set up a master candidate file that defines all districts and related election contests with the following data fields: <ul style="list-style-type: none"> • district names • position numbers • terms of office • number of candidates to vote for • partisan or not 	2	
20	Ability to select with ease the applicable contests related to the districts specific to an election	1	
21	Ability to automatically assign ballot type to voters based on specific districts assigned to an election	2	
22	Determine the layout of the ballots based on user-defined criteria with ability to determine manually assigned contest placement	3	
23	Ability to add a district when a district is omitted in error after the initial election set-up, with the provision to not change existing ballot types	1	
24	Automatically assign sequence numbers for contests with ability to manually select positions	3	

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25	Provide audible or visual warning if proper steps are not taken in setting up an election or warn the user when errors have occurred that may prevent the election set-up from being successful	3	
26	Ability to order quantity of ballots specific to an election based on user defined selection criteria	3	
27	Ability to track and transfer voting history for a specific election to the voters' records	1	
28	Ability to remove an election from the current production tables and archive the data	1	
29	Ability to set up contests with consistent spacing for headers and votes based on the voting system	3	
IV Election and Ballot Management			
B Election Set-up Output			
1	Ability to run candidate labels from specific election contests	3	
2	Ability to produce a facsimile of the ballot that can be exported to a vendor in various formats	1	
3	Ability to produce a report that outlines the ballot types assigned to an election with the applicable districts to each ballot type	3	
4	Ability to remove ballot types not used by any voters	3	
5	Ability to produce a report that outlines each ballot type with applicable ballot pages assigned to each ballot type	3	
IV Election and Ballot Management			
C Absentee Ballot Issuance Data Entry			
1	Record in the voter's record absentee ballot request dates	1	
2	Provide an audible and visual notification if a voter has already been issued a ballot	1	
3	The system shall provide a method of flagging records to indicate the issuance of an additional ballot(s).	1	
4	Ability to set up and generate the required ballot styles of any type of election at any jurisdictional level	3	
5	Ability to track the sequence of voter events and then, based on date ranges and record updates, by batch process or individual request, produce correct new ballot style and generate new mailing label	3	
IV Election and Ballot Management			
D Absentee Ballot Issuance Maintenance			
1	Ability to record in the voter's record the dates that labels are printed and the date ballots are mailed, with the option of processing by individual record or batch	1	
2	Record in the voter's record the dates of all ballot activities for each election	3	

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3	Ability to generate ballot styles and apply those styles to the appropriate voter records, utilizing district and ward tables	3	
4	Ability to reprint absentee ballot labels as set forth in item IV D 1 above with supervisor security level override required	1	
5	Ability to print and reprint return address labels with associated bar code information for return envelopes	1	
IV E	Election and Ballot Management Absentee Ballot Return Data Entry		
1	Provide audible and visual notification when more than one ballot has been returned by a voter for the same election	1	
2	Automatically check the voter activity file when voter activity is recorded during an election to at least ensure a ballot has not already been returned	1	
3	Ability to enter voter activity for an election through data entry of the identification number or scanning bar code on ballots/envelopes	1	
4	Ability to record when a ballot was returned as undeliverable	1	
IV F	Election and Ballot Management Absentee Ballot Issuance Output		
1	Ability to generate ballot styles based on residential address and election districts and record the assigned style on the individual voter record	3	
2	Ability to generate the correct ballot style and new address label based on address updates	3	
3	Ability to exclude certain voters from receiving a ballot based on status code	1	
4	Ability to print an individual address label of a registered voter or applicant whose record is displayed in the current window	2	
5	Ability to locally print two identical address labels of a registered voter or applicant whose record is displayed in the current window	3	
6	Provide direct envelope printing and address file extraction for third party printing	2	
7	Ability to run supplemental labels after the main label run for any voter that has been added or had a registration change since the original labels were issued	2	
8	Ability to produce household labels based on user defined address criteria	3	
IV G	Election and Ballot Management Absentee Ballot Management		
1	Provide a batch management and-reporting tool to account for all ballots in a batch and individually to at least identify duplicates, miss-match or exceptions	1	
2	Ability to identify, in the checklist, voters who have returned absentee ballots prior to election day	1	
3	Ability to generate a report locally that lists all voters who submitted more than one ballot in a specified election	1	

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4	Ability to generate a report locally that lists all voters by town/city whose ballots were returned as undeliverable	1	
5	Ability to generate locally user-defined reports of returned and not-returned ballots	1	
V Voter History Storage			
1	Ability for users in at least 236 towns and cities to enter and store indications of voter activity for a specified period up to ten years	1	
VI Petition Management Set-up			
1	Provide a petition management and checking capability	1	
2	Ability to create a petition record with the following fields: <ul style="list-style-type: none"> • petition number • description • number of signatures submitted • number of signatures required • received date • circulation start date • circulation end date • jurisdiction for that petition 	1	
3	Ability to create a chief petitioner record with the following fields: <ul style="list-style-type: none"> • name • address • phone 		
4	Ability to create state and local initiatives, referenda and candidate petitions	1	
5	Ability to assign a unique identifier for different types of petitions	1	
6	Ability to use circulation start and end dates to generate tracking schedules, process checklists and petition signature sheets as needed	1	
7	Ability to generate a random selection of signatures for a minimum of three samples based on a variable selection formula	1	
8	The system must have the capacity to manage up to 10 petitions for each of the 236 towns and cities simultaneously.	1	
9	Ability to check for duplicate signatures for a minimum of three samples of the same petition and provide an audible and visual notification when duplicate signatures are found	3	
10	Ability to set up standardized signature rejection reason codes	1	
11	Ability to record the reason for rejection of signature	1	

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VI	Petition Management		
B	Assessment		
1	Ability to view the following information: <ul style="list-style-type: none"> • date of registration • name • address • signature • party affiliation • registration status (e.g. active, inactive) • effective date of the signature • qualified district for petition signers and candidates by petition 	3	
2	Ability for users to enter the line number of the last good signature for each sheet and line numbers of blanks and crossed out signatures	3	
3	Ability to record in a registered voter's record the following information: <ul style="list-style-type: none"> • petition number • page number of the voter's signature on a petition • line number of the voter's signature on a petition 	3	
4	Provide a visual and audible alarm if the registered voter has already been recorded as having signed another petition	3	
5	Ability for group display of digitized signatures for similar names in the system	3	
6	Ability to identify potential invalid or different addresses of voters signing the petition and ability to mark the record	3	
VI	Petition Management		
C	Output		
1	Ability to electronically record and allow exporting of signature findings (summary of verification)	3	
2	Ability to display and print complete forms for editing and generate a results report for each petition	3	
VI	Petition Management		
D	Query and Reporting		
1	Provide pre-formatted and on-demand ad-hoc queries and reports with linked data from the voter registration and election management databases	1	
2	Provide on demand and scheduled batch process data export capability	1	
3	Ability to generate reports for defined selection criteria	1	
4	Ability to specify date ranges for which reports can be generated	1	
5	Provide interactive and batch mode standard pre-defined reports and up to 100 custom reports (Refer to example report list in Appendix C)	1	
6	Provide reports and other output with user selected options filtered or sorted by any political jurisdiction	1	

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Section	System Requirement	Priority	Vendor Response
VII System Administration and Maintenance			
1	Provides clear and useful error messages from an error-handling module	1	
2	Provides clear and useful warning, informational and notice messages	1	
3	Provides both visual and audio notification of error messages with an option to suppress the audio notification	1	
4	Ability to backup and recover data files and application modules individually or by town/city	1	
5	Ability to read, search, copy, print, archive and purge error logs that report error conditions or system failures	1	
6	Ability to access specified error log information	1	
7	Ability to restrict error log file archive and purge to system administrators	1	
8	Ability to record all transactions in an audit log file which includes at least before and after copies of the modified information	1	
9	Audit log entry includes at least type, reason, date, time, user and user town/city	1	
10	Ability to read, search, copy, print, archive and purge the transaction audit log	1	
11	Ability to restrict audit log file archive and purge to systems administrators	1	
12	Ability to easily and flexibly manage indexes associated with the underlying database management system	1	
13	Provide system documentation that contains sufficient database schematic documentation to identify all of the lookup tables and descriptions of which tables must be maintained	1	
14	Provide a system that is based on a recent release of an enterprise-grade relational database management system.		
15	Ability to archive data as necessary based on business rule(s)	1	
16	Ability to mark records as inactive when the voter has left the state or there has been no activity for 2 election cycles or 10 years	1	
17	Ability to update and re-associate voter record(s) to a different town/city when a voter moves within New Hampshire	1	
18	Ability to maintain 10 years of voter history for active voters	1	
19	Provide automatic and manual review methods and approval of records prior to moving the records into the archive file	1	
VIII Client Configuration			
1	System is compatible with most common desktop software suites - word processing, email, spreadsheet and database applications	1	
2	System is fully functional on workstations that have the desktop suite software loaded on the workstation	1	
3	System does not adversely impact the operation of the desktop suite software loaded on the workstation	1	
4	Ability to print reports from the local workstation	1	
5	Ability to print a one-off notice	1	

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6	<p>Ability to provide indicated response times for the following functions:</p> <ul style="list-style-type: none"> • Data entry upon commit to database – 1 second • Record inquiry by number – .5 second • Record inquiry by name – 1 second • Duplicate identification – 15 seconds • Report and label generation – 5 seconds <p><i>Use the following parameters in determining a Yes or No answer to the inquiries above using Appendix B, Peak Election Period System User Assumptions:</i></p> <ul style="list-style-type: none"> • Data entry. Time between when the operator hits the ENTER key for a database commit and when the system is ready to accept another entry. • Record inquiry. Same as #2 above if the inquiry is made by ID number, name search or other criterion. • Duplicate identification. The time starting when the operator asks the system to identify possible duplicates between your town/city and the other 235 towns and cities, and ending when the list of possible duplicates pops up on screen. • Report/Label generation. The time it takes the system to compile information and be ready to print. 	1	
7	Standard hardware and software architecture report to support local desktop print to fax capability	2	
8	Standard hardware and software architecture report to support local desktop print to file capability	2	
9	Standard hardware and software architecture report to support local desktop print to email capability	2	
IX Server and Operating System			
1	Optimal load balancing and a fault tolerance architecture report for system distributed over multiple servers	1	
2	Ability to function on redundant servers in at least two different geographically locations on the New Hampshire State Unified Network	1	
3	Ability to function completely independent of other location(s) in a multi-server architecture if necessary	1	
4	Redundancy can be accomplished through bit level replication (not mirroring)	1	
5	Ability to adequately meet required response rates with under current load plus 50%	1	
6	Server software includes a recent release of an industry standard, enterprise-grade operating system	1	

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X	System Sizing		
1	Ability to design and implement the system in a manner that will provide specified response times for both the voter registration and election management functions	1	
2	Ability to allow at least 600 concurrent users simultaneously performing searches, generating and printing reports, adding, modifying and deleting records during peak load periods	1	
3	Ability for the system to allow at least 800 concurrent user logins	1	
4	Ability to increase user capacity by 50%	1	
5	Ability to increase user capacity by 100%	1	
6	Ability to handle 100% utilization	1	
XI	System Security and Safeguards		
1	Provide security management to allow state officials to control access and privileges for town/city users based on assigned user roles	1	
2	Ability to support the security management functions in a table-driven approach that allows authorized town/city staff to add or modify individual and role security access through changes to security maintenance tables	2	
3	Provide role-based security including the ability to define both individual and group access to data and functions	1	
4	Ability to limit data extracts for selected users	1	
5	Ability to protect production system objects controlled through Configuration Management and version control	1	
6	Provide a method for online access for registered users to a daily extract of selected system data with at least the following fields: <ul style="list-style-type: none"> • full name • physical address • original registration date • party affiliation • district number 	1	
7	Provide a method for role-based registration and free and fee based online access to the extracted information dependent upon role function	3	
8	The vendor shall propose methods to provide online search of the data for look up of individual records and shall include the cost of twenty (20) custom reports to be available online to certain administrative user roles.	1	
9	Ability to add, modify and delete data elements in lookup tables	1	
10	Ability to support data entry and maintenance of lookup data that is town/city specific	3	
11	Ability to log authorized successful and unsuccessful attempts into the system	1	
12	Ability to prevent and log unauthorized attempts to penetrate the system	1	

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13	Ability to prevent and log attempts to run unauthorized procedures by authorized users	1	
14	Ability to log authorized procedures by authorized users	1	
15	Provide a separate multi-tiered environment for development, user testing and production components in the following three simultaneous versions: <ul style="list-style-type: none"> • production • revised version undergoing user testing • active development work by programmers 	1	
16	Provide an internal quality assurance and configuration management policy and practice document	1	
17	Ability to provide all testing documentation	1	
18	Ability to disconnect an authorized user from their current session and inactivate their user logon if various transaction parameters have exceeded pre-established limits for a specific amount of time or until an authorized individual overrides the lockout	1	
19	Ability to support automated password expiration at intervals specified by a central system administrator	1	
20	Ability to support at least the following for a single location: <ul style="list-style-type: none"> • firewalls • intrusion detection • user access permissions • batch processing • system administration 	1	
XII Data Migration & Specifications			
1	Ability to identify and resolve possible duplicate voter registrations during the data migration	1	
2	The system shall assign a unique identification Number to each registered voter (voter identification number).	1	
3	Provide a data field for a local identification number for each voter used by the city or town in its system prior to conversion	1	
4	Provide a data field to contain the New Hampshire Driver's License number of each registered voter	1	
5	The system shall provide a data field to optionally contain the last 4 digits of the Social Security Number of each registered voter.	1	
6	The system shall allow searches by voter identification number, New Hampshire Driver's License Number, or by last 4 digits of the social security number.	1	

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7	Ability to compare voter registration data with DMV information which shall include the following information: <ul style="list-style-type: none"> • name • license number • address • date of birth • last four digits of SSN 	1	
8	Ability to compare voter registration data with Department of Corrections Offender Management System information which shall include the following information: <ul style="list-style-type: none"> • name • address • date of birth • last four digits of SSN 	1	
9	Ability to capture and store clipped signatures from registration card images	3	
XIII Database & Processing			
1	Ability for all dates to include a century indicator	1	
2	Ability to store and manage up to five million voter records	1	
3	Ability to check for duplicate voter registrations	1	
XIV General Technical Requirements			
1	Provide real-time ability to edit check and standardize format of data at source of entry	1	
2	Supports storage of null values in data fields where null is an accepted value	1	
3	Ability to associate and pre-fill common data field values from record to record	1	
4	Ability to schedule pre-defined activities for automatic execution at specified dates and times	1	
5	Ability to automatically assign reason codes based on the transaction with override capabilities	1	
6	Ability to add, modify and delete the following fields: <ul style="list-style-type: none"> • Status • Reason • Absentee • Type 	1	
7	Ability to customize screens and navigation to meet New Hampshire needs.	1	
XV Bar Code			
1	Ability to allow automated entry of data through bar code	1	
2	Bar code scanning system is compatible with commercial major brand bar code scanning software and hardware	1	

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XVI Polling Site Tracking			
1	Address/Poll Site Locator: Locate poll sites for voters based on the voter address.	1	
2	Poll Site Inquiry/Maintenance. Add new polling sites or change or delete existing ones. Define poll site requirements such as accessibility, required translators, number of workers needed, doorman, and number of election districts among others.	1	
3	Combine/Un-combine Poll Sites. Combine or un-combine poll sites by election event.	1	
4	Political Subdivision/Poll Site Association. Link poll sites to their corresponding political subdivisions.	1	
XVII Other Reports and Outputs			
All Reports should be capable of producing output using statewide, jurisdiction or district data; All Reports should be capable of producing output for a single date or for a range of dates; All reports should be capable of outputting locally depending on authorized security levels; and All reports should be sortable by any field(s) in the database			
1	Party switches	1	
2	Election statistics such as voter turnout, candidate counts, and more	1	
3	Voter history such as which elections a voter voted at	1	
4	Absentee ballot: requests; labels; mailed and received - by category or individual	1	
5	Challenged voters, challenger and reason	1	
6	Voter information cards indicating where polling place is along with a current list of incumbent officials - functionality to be restricted such as ten (10) days before and until after an election	1	
7	Voter id card issued by local jurisdiction verifying registration	1	
8	Overseas voters - both military and non-military	1	
9	Total number of voters and voters by political party - detailed and summary	1	
10	New voters added to the checklist	1	
11	Same day registration totals by party - detailed and summary	1	
12	Total number of registered voters on different dates by party	1	
13	Election officials with contact information	1	
14	Voters notice of removal from checklist	1	
15	Voters removed from checklist; when and why	1	
16	Output a data file with a choice of which public fields to include	1	
17	Election day tally forms for ballot counting	1	
18	Ad hoc flexible field label making	1	

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XVIII Ticklers			
1	Dates to post legal notices	1	
2	Follow-up for tracking notices created	1	
3	Registration notification to another jurisdictions that a voter who had previously registered in that jurisdiction has now registered in a new jurisdiction	1	
4	Polling place calendar, time management and scheduler	3	
XIX Imaging			
A General			
1	Ability to interface with FileNet Software system	2	
2	Ability to allow automated entry of data through optical character recognition (OCR) scanning	2	
3	Ability to use intelligent character recognition (ICR)	3	
4	Ability to use intelligent field recognition (IFR)	3	
5	Provides a dynamic pop-up editor to speed acceptance and correction of OCR text	3	
6	Ability to store imaged documents at a minimum of 300 DPI	1	
7	Ability to store, display and retrieve multiple signatures for each voter	3	
8	Ability to update and re-associate voter signature image to a different town/city when a voter moves within New Hampshire	3	
9	System supports local desktop scanning of documents	1	
10	Capacity to store and manage at least 5 million voter registration images	1	
11	Ability to expand scanning voter registration and party change documents from virtually zero to 100%	1	
12	The system shall support configurable and manual zoning of the voter registration card to capture signatures for storage as separate files	2	
13	Client hardware and configuration should provide response times specified below for these interactive functions: • Card/page scanning – 2 seconds	2	
XIX Imaging			
B Registration Card Batch and Scan Management			
1	Ability for grouping individual registration cards to be used for batch processing of data entry or scanning	3	
2	Ability to retrieve batches in the order in which they were scanned	3	
3	Ability to place the corresponding batch number on the individual voter record	3	
4	A queue management capability that will allow sequential ordering of batches for processing	3	
5	Ability for a batch to be closed out before process completion and re-opened and completed by the same or different user	3	

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6	Ability for the database administrator to manage the processing order, including deleting batches from the queue and re-arranging the order of the batches to be processed	3	
7	Ability to automatically print batch header sheets or cards that are numbered sequentially within each town/city and can be associated with both physical and electronic batches	3	
8	Ability of applying optical character recognition (OCR) functionality to voter registration forms, provided those forms are designed with block spaces for applications to print information on the forms or prepared with a consistent, typewritten font. Include a description of the system's current ability to use intelligent character recognition (ICR) and intelligent field recognition (IFR). If the system does not provide either of the capabilities in its current version, the proposal shall discuss in technical detail how the system is currently structured so it can add these capabilities in the future and discuss in strategic terms how the system will evolve toward the use of <u>ICR and IFR functions</u> .	3	
9	Ability to store scanned images of completed voter registration forms and other documents in varying formats into the database	3	
10	Ability to store multiple captured signatures for a single voter/applicant record	3	
11	Voter/applicant signatures are stored separately from voter/applicant records	3	
12	Ability for users to visually verify that captured signatures are from the correct voter or applicant's document before committing to the database	3	
XX	Poll Worker Management Module		
1	Ability to enter, store, edit, process and display a nine-digit social security number	3	
2	Provide a clearly defined and documented function to support management of election workers in individual election offices	3	
3	Ability to enter variable pay rates for various categories of service for election workers who are registered voters	3	
4	Ability to enter variable pay rates for various categories of service for election workers who are not registered voters	3	
5	Ability to record that an election worker is not a registered voter	3	
6	Provide a local elections billing worksheet, which gives calculated election costs per district	3	
7	Ability to track training sessions attended by election workers	3	
8	Ability to denote the normal type of work performed by an election worker	3	
9	Ability to denote the usual work location of individual elections workers for an election	3	
10	Ability to track actual work functions performed by election workers and track pay scales for a single individual performing duties with differing rates of pay, including volunteers on the same day	3	
11	Ability to enter valid pay codes, pay rates and mileage rates for election workers	3	

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12	Ability to prepare compensation files on demand for transmission to town/city payroll systems for processing	3	
13	Ability to enter single-line note field for entering free-text information about each election worker	3	
14	Ability for information entered on a voter record to automatically update the same data on the election worker record	3	
15	Ability to suppress the display and printing of the full social security number	3	
16	Ability to display only the last four digits of a social security number	3	
17	Ability to identify and record potential polling places and their facilities	3	
18	Ability to monitoring facilities for compliance with the Americans with Disabilities Act, the Accessibility for the Elderly and Disabled Act, HAVA and state disability access laws	3	
XXI Polling Place Management Module			
1	Ability to enter, store, edit, process and display voting equipment information using the following fields: <ul style="list-style-type: none"> • Identification number • Identification by name • Status • Type (e.g. DRE) • Location for storage • Last election used • Maintenance history 	3	

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2	<p>Ability to enter, store, edit, process and display polling place and potential polling places information using the following minimum fields:</p> <ul style="list-style-type: none"> • Name • Address • phone numbers • contacts • power outlets • parking • contracts • temporary use • lights • ramps • chairs • tables • signs • special instructions, • cost/payment • mailing labels • status • districts • pictures • election history • changes • building needs (supplies) • people needs (supplies, field supervisors, set-up teams) • rating • notes • eligible voters • number of machines required • number of voting booths required • precincts assigned to polling place 	3	
3	<p>Ability to enter, store, edit, process and display information on voting machines and routes to polling places using the following fields:</p> <ul style="list-style-type: none"> • Date of voting machine delivery • Time of voting machine delivery • Date of voting machine pick-up • Time of voting machine pick-up • Facilities • Truck used • Route numbers • Special instructions 	3	

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4	Ability to provide polling place and potential polling place information needed to track compliance with HAVA accessibility requirements including: <ul style="list-style-type: none"> Americans With Disabilities Act (ADA) State election laws State accessibility standards 	3	
XXII	Campaign Finance Disclosure Module		
1	Ability to allow candidates and political committees to complete and edit registration and contribution and expenditure forms via a web browser. The candidate/political committee should be able to print the registration form/contribution and expenditure report forms at their local printer. Once submitted electronically, the data should be simultaneously stored in the system and made available to allow on-line viewing of all filed records by the general public.	3	
2	Provide interactive help screens to candidates/political committees to assist them in completing the on-line forms.	3	
3	Calculate and display total contributions by one individual to one candidate/political committee in the on-line contribution and expense report.	3	
4	Automatically calculate column totals	3	
5	Import data from Microsoft Excel and Access and/or to provide a mechanism for candidates and committees to maintain records on their PC and upload them to the system on the dates required by State law.	3	
6	Export data to Microsoft Excel and Access readable format	3	

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7	<p>Ability to enter, store, edit, process and display a Candidate and Political Committee registration form that contains at least the following fields:</p> <p>Name of each of the following:</p> <ul style="list-style-type: none"> • Candidate • Chairperson • Treasurer • Agent • Other identified officers <p>The following Information for each of the preceeding:</p> <ul style="list-style-type: none"> • Physical addresse (PO Box, Street, City, State, Zip & Zip+4) • Mailing addresse (PO Box, Street, City, State, Zip & Zip+4) • Occupation • Phone number • e-mail address <p>Additional information for political committees as follows:</p> <ul style="list-style-type: none"> • A text field allowing the political committee to make a statement of its purpose • Yes/No field to identify whether the political committee will be making independent expenditures on behalf of a candidate • Text field to identify the name(s) of any candidates the committee will be making independent expenditures on behalf of • Yes/No field to identify whether the political committee will be making independent expenditures in opposition to any candidate • Text field to identify the name(s) of any candidates the committee will be making independent expenditures in opposition to 	3	
8	<p>Ability to enter, store, edit, process and display contributions that contain at least the following fields:</p> <ul style="list-style-type: none"> • Contributors full name • Contributors home post office address • Contribution amount • Date the contribution was received 	3	